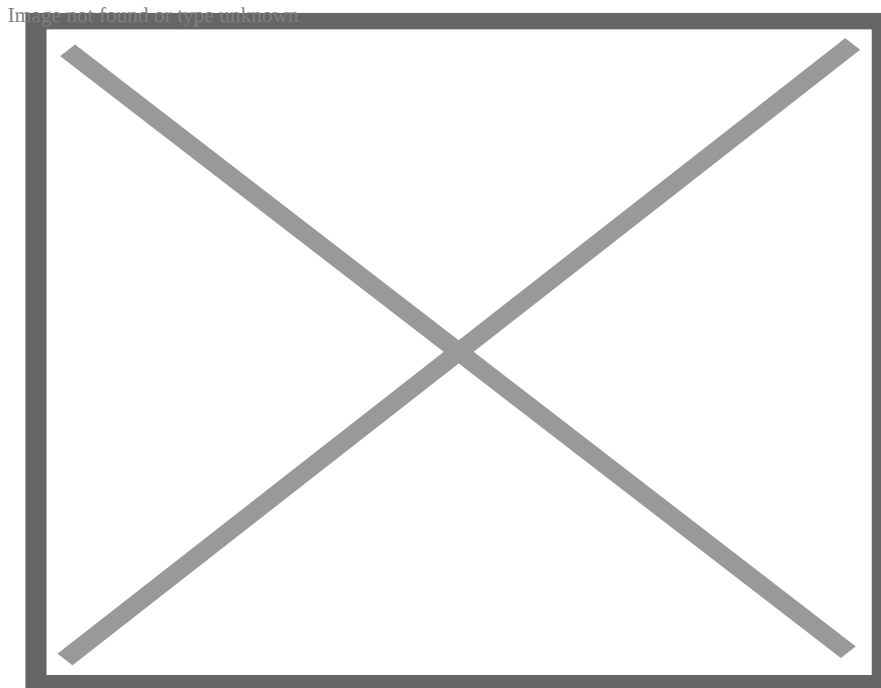


LAPORAN BULANAN CLEANING SERVICE



Proyek :

JAKARTA TEKNO (JAKARTA)

Periode :

OKTOBER 2024

Disusun Oleh :

TAUFIK JAZZ MAYLANI
CS-LEADER



DAFTAR ISI

LAPORAN RINGKASAN LAPBUL

LAPORAN TURNOVER

LAPORAN JADWAL

LAPORAN REKAP ABSENSI

LAPORAN TABEL PERIODIK

LAPORAN VISUALISASI PERIODIK

LAPORAN MESIN





LAPORAN RINGKASAN LAPBUL



Chief Supervisor	Supervisor	Team Leader	Cleaner	Gardener	Gondola	Total
Awal Periode : 0	Awal Periode : 0	Awal Periode : 0	Awal Periode : 0	Awal Periode : 0	Awal Periode : 0	Awal Periode : 0
Masuk : 0	Masuk : 0	Masuk : 0	Masuk : 0	Masuk : 0	Masuk : 0	Masuk : 0
Keluar : 0	Keluar : 0	Keluar : 0	Keluar : 0	Keluar : 0	Keluar : 0	Keluar : 0
Akhir Periode : 0	Akhir Periode : 0	Akhir Periode : 0	Akhir Periode : 0	Akhir Periode : 0	Akhir Periode : 0	Akhir Periode : 0
Permasalahan / Kendala SDM		-				
Obyek		Keterangan				
SOP		-				
Administrasi		-				
Chemical		-				
Peralatan		-				
Mesin		-				
Training		-				
HRD & Payroll		-				
Perbaikan Kualitas Area		-				



LAPORAN TURNOVER



Total MP Awal	MP Baru	MP Pindahan	MP Dipindahkan	Dipulangkan	Total MP Akhir	Turnover Rate (%)
7	0	0	0	0	7	0.00

No.	NUC	Nama Karyawan	Jabatan Terakhir	Tipe Turnover	Tanggal Keluar	Tanggal Masuk	Keterangan
DIPULANGKAN KE HO							
MP BARU							
MP PINDAHAN							
MP DIPINDAHKAN							



LAPORAN JADWAL



OPERATOR

No	NUC	NAMA	JABATAN	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
1	1002478	KASMINTO	CLEANER	HP	HP	HP	HP	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	HP	HP	HP	HP	
2	1002610	EDI MUJIAN	CLEANER	HP	HP	HP	HP	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	HP	HP	HP	HP	
3	1006946	RUDIANSYAH	CLEANER	HP	HP	HP	HP	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	HP	HP	HP	HP	
4	1012156	JAMALUDIN	CLEANER	HP	HP	HP	HP	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	HP	HP	HP	HP	
5	1019365	HERMANTO	CLEANER	HP	HP	HP	HP	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	HP	HP	HP	HP	
6	1023375	YAKUB	CLEANER	HP	HP	HP	HP	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	HP	HP	HP	HP	
Total MP Shift Pagi:				6	6	6	6	0	0	6	6	6	6	6	0	0	6	6	6	6	6	0	0	6	6	6	6	6	0	0	6	6	6	6	
Total MP Shift Siang:				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total MP Shift Malam:				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total MP Libur:				0	0	0	0	0	6	0	0	0	0	0	0	6	0	0	0	0	0	0	6	0	0	0	0	0	0	6	0				
Total MP :				6	6	6	6	0	6	6	6	6	6	6	0	6	6	6	6	6	6	6	0	6	6	6	6	6	0	6	6	6	6	6	6

PENGAWAS

No	NUC	NAMA	JABATAN	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	1002455	TAUFIK JAZ	CS-LEADER	HP	HP	HP	HP	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	HP	HP	HP	HP
Total MP Shift Pagi:				1	1	1	1	0	0	1	1	1	1	1	0	0	1	1	1	1	1	0	0	1	1	1	1	1	0	0	1	1	1	1
Total MP Shift Siang:				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total MP Shift Malam:				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total MP Libur:				0	0	0	0	0	1	0	0	0	0	0	0	1	0	0	0	0	0	0	1	0	0	0	0	0	0	1	0			
Total MP :				1	1	1	1	0	1	1	1	1	1	1	0	1	1	1	1	1	1	0	1	1	1	1	1	1	0	1	1	1	1	1



LAPORAN REKAP ABSENSI



Tgl		Shift Pagi						Shift Siang						Shift Malam						Off (MP)	Total Actual (MP)	Total MP (per hari)	HADIR		HADIR (L)	ALFA		Selisih	
		MP	H	S	I	A	L	MP	H	S	I	A	L	MP	H	S	I	A	L				Total	%		Total	%	Total	%
1	Oct-24	7	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7	7	7	100%	0	0	0%	0	0%
2	Oct-24	7	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7	7	7	100%	0	0	0%	0	0%
3	Oct-24	7	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7	7	7	100%	0	0	0%	0	0%
4	Oct-24	7	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7	7	7	100%	0	0	0%	0	0%
5	Oct-24	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	NAN%	0	0	NAN%	0	NAN%
6	Oct-24	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7	0	7	0	NAN%	0	0	NAN%	0	NAN%
7	Oct-24	7	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7	7	7	100%	0	0	0%	0	0%
8	Oct-24	7	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7	7	7	100%	0	0	0%	0	0%
9	Oct-24	7	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7	7	7	100%	0	0	0%	0	0%
10	Oct-24	7	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7	7	7	100%	0	0	0%	0	0%
11	Oct-24	7	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7	7	7	100%	0	0	0%	0	0%

12	Oct-24	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	NAN%	0	0	NAN%	0	NAN%
13	Oct-24	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7	0	7	0	NAN%	0	0	NAN%	0	NAN%
14	Oct-24	7	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7	7	7	100%	0	0	0%	0	0%
15	Oct-24	7	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7	7	7	100%	0	0	0%	0	0%
16	Oct-24	7	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7	7	7	100%	0	0	0%	0	0%
17	Oct-24	7	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7	7	7	100%	0	0	0%	0	0%
18	Oct-24	7	6	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	7	7	6	86%	0	1	14%	1	14%
19	Oct-24	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	NAN%	0	0	NAN%	0	NAN%
20	Oct-24	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7	0	7	0	NAN%	0	0	NAN%	0	NAN%
21	Oct-24	7	6	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	7	7	6	86%	0	1	14%	1	14%
22	Oct-24	7	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7	7	7	100%	0	0	0%	0	0%
23	Oct-24	7	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7	7	7	100%	0	0	0%	0	0%
24	Oct-24	7	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7	7	7	100%	0	0	0%	0	0%

25	Oct-24	7	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7	7	7	100%	0	0	0%	0	0%
26	Oct-24	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	NAN%	0	0	NAN%	0	NAN%
27	Oct-24	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7	0	7	0	NAN%	0	0	NAN%	0	NAN%
28	Oct-24	7	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7	7	7	100%	0	0	0%	0	0%
29	Oct-24	7	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7	7	7	100%	0	0	0%	0	0%
30	Oct-24	7	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7	7	7	100%	0	0	0%	0	0%
31	Oct-24	7	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7	7	7	100%	0	0	0%	0	0%



LAPORAN TABEL PERIODIK



No	Area	Pekerjaan	D	W	M	Y	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	JML						
							SL	RB	KM	JM	SB	MG	SN	SL	RB	KM	JM	SB	MG	SN	SL	RB	KM	JM	SB	MG	SN	SL	RB	KM	JM	SB	MG	SN	SL	RB	KM							
							P	A	P	A	P	A	P	A	P	A	P	A	P	A	P	A	P	A	P	A	P	A	P	A	P	A	P	A	P	A	P		A	P	A	P	A	
Hanggar regulare																																												
1	SULO	WASHING	0	4	0	0								P	A						P	A						P	X						P	X				4	2			
2	LANTAI CONCRETE	BRUSHING	0	9	0	0	P	X						P	A	P	A				P	A	P	A				P	X	P	A					P	A	P	A			9	7	
Ruang office finance																																												
1	CEILING	HIGHT DUSTING	0	5	0	0	P	A							P	A					P	A						P	A							P	A				5	5		
2	LANTAI EPOXY	WASHING	0	4	0	0					P	A					P								P	A					P	A									4	3		
3	TEMPAT SAMPAH	WASHING	0	4	0	0								P	A						P	A						P	X							P	X				4	2		
Lorong karyawan																																												
1	LANTAI CONCRETE	BRUSHING	0	5	0	0	P	A							P	A						P	A						P	A								P	A				5	5
OFFICE autopro																																												
1	TEMPAT SAMPAH	WASHING	0	5	0	0	P	A							P	A						P	A						P	A								P	A				5	5
2	LIST KACA	SPOTING	0	5	0	0			P	A						P	A					P	A							P	A							P				5	4	
3	KUBIKAL L1	SPOTING	0	5	0	0			P	A						P	A					P	A							P	A							P				5	4	
4	EXHAUSTFAN L1.2	WASHING	0	5	0	0				P	A						P							P	A						P	A							P			5	3	
5	KUBIKAL L2	SPOTING	0	5	0	0				P	A						P							P	A						P	A							P			5	3	
Hanggar premium																																												
1	LANTAI EPOXY	WASHING	0	5	0	0			P	A						P	A					P	A							P	A								P				5	4
Tekno mart																																												
1	ALL RAK	SPOTING	0	5	0	0			P	A							P	A					P	A						P	B/A							P				4	3	
Hanggar tcr																																												
1	LANTAI KERAMIK	BRUSHING	0	5	0	0				P	A					P								P	A						P	A							P				5	3
Toilet karyawan																																												
1	LANTAI BATU.ALAM	BRUSHING	0	5	0	0				P	A					P								P	A						P	A							P				5	3
2	GOOSNECK	SPOTING	0	4	0	0					P	A						P	A						P	A						P	A									4	4	
Lobby utama																																												
1	NOMADE KARPET	WASHING	0	5	0	0				P	A					P								P	X							P	A							P	X		5	2
Hanggar general repair																																												
1	LANTAI EPOXY	WASHING	0	4	0	0					P	A						P	A						P	A							P	A								4	4	
Parkir claim																																												
1	RAMBU RAMBU	SPOTING	0	4	0	0					P	A						P	A						P	A							P	A								4	4	
2	PORTAL DALAM	SPOTING	0	4	0	0					P	A						P	A						P	A							P	A								4	4	

[illegible]



LAPORAN VISUALISASI PERIODIK



No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	28-10-2024	AREA PLOTHING JAKARTA TEKNO	BRUSHING	LANTAI CONCRETE			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	29-10-2024	AREA PLOTHING JAKARTA TEKNO	BRUSHING	LANTAI CONCRETE			
2	29-10-2024	AREA PLOTHING JAKARTA TEKNO	HIGHT DUSTING	CEILING			
3	29-10-2024	AREA PLOTHING JAKARTA TEKNO	BRUSHING	LANTAI CONCRETE			
4	29-10-2024	AREA PLOTHING JAKARTA TEKNO	WASHING	TEMPAT SAMPAH			



LAPORAN MESIN



No	Kode Mesin	Jenis Mesin	Merk Mesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
1	CF1 - LSP-1049	LOW SPEED POLISHER	REDWIND			BAIK	-
2	CF1 - VC30-1030	WET & DRY VACUUM CLEANER 30 LITER	TASCO			BAIK	-
3	CF1 - VC30-1030	WET & DRY VACUUM CLEANER 30 LITER	INNOTECH			BAIK	-
4	CF1 - HPRE-1031	HIGH PRESSURE	GOLDIE			BAIK	-